Read Only With Consent

imMTrax User Role Training

Montana Department of Health and Human Services

Public Health and Safety Division

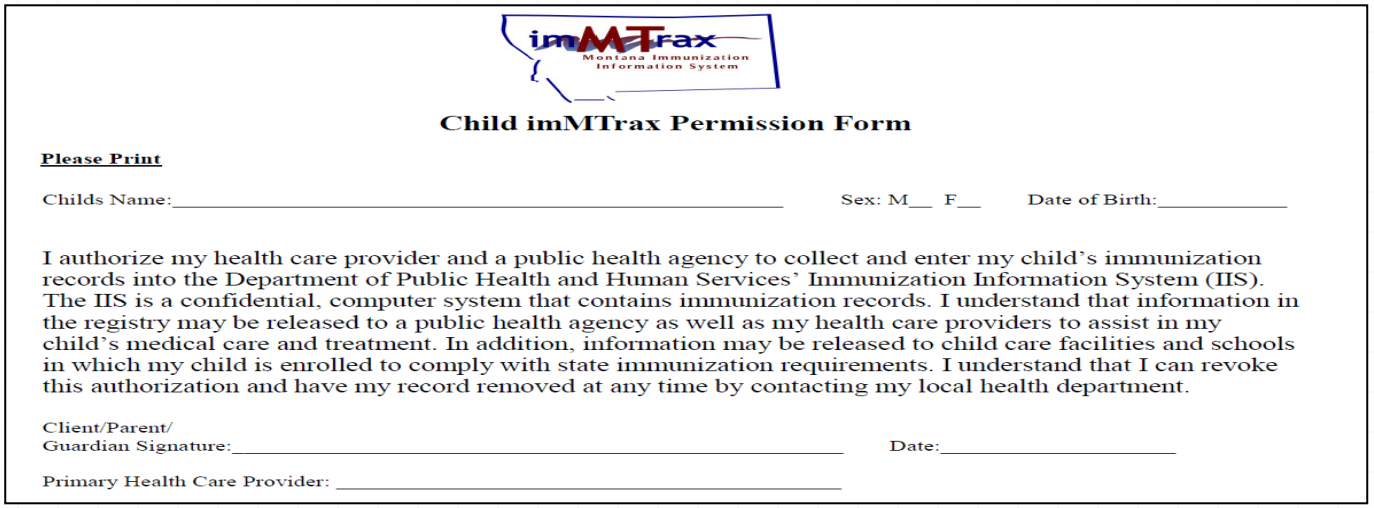
Last Update 06/03/2014

imMTrax and Client Consent

Montana has a voluntary inclusion or "opt-in" policy requiring client consent for *imMTrax* participation. Consent may be obtained verbally or in writing.

Changing client consent without authorization is in violation of HIPAA and state confidentiality laws.

When obtaining consent from a client, DPHHS recommends using the language in the IIS consent form available on the Immunization Program's *imMTrax* website www.immtrax.mt.gov.



imMTrax
Montana Immunization Information System

Child imMTrax Permission Form

Please Print

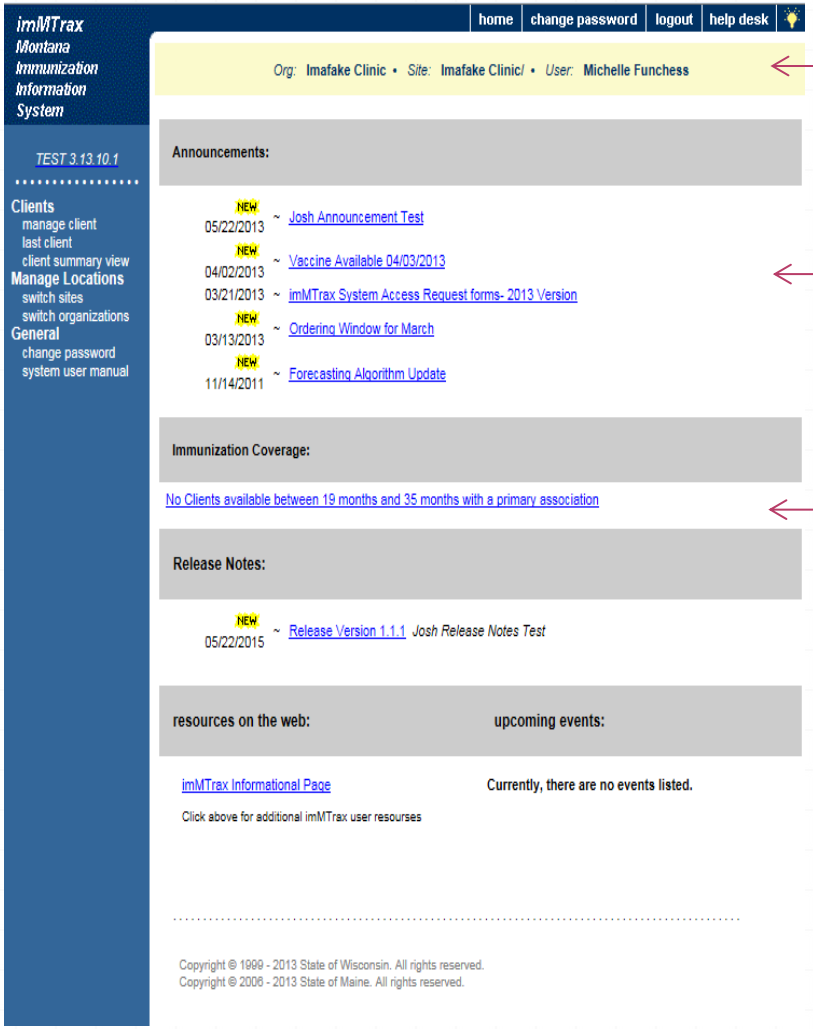
Childs Name:_____ Sex: M__ F__ Date of Birth:_____

I authorize my health care provider and a public health agency to collect and enter my child's immunization records into the Department of Public Health and Human Services' Immunization Information System (IIS). The IIS is a confidential, computer system that contains immunization records. I understand that information in the registry may be released to a public health agency as well as my health care providers to assist in my child's medical care and treatment. In addition, information may be released to child care facilities and schools in which my child is enrolled to comply with state immunization requirements. I understand that I can revoke this authorization and have my record removed at any time by contacting my local health department.

Client/Parent/
Guardian Signature:_____ Date:_____

Primary Health Care Provider: _____

imMTrax Homepage,
Read Only With Consent



Available Functions

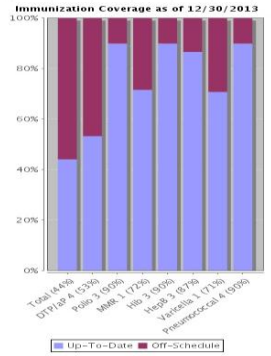
Switch Site or Organization
for users with more than one location assigned. Example: Clinic-West and Clinic-East

Link to imMTrax Information Page

Organization, Site and User

Announcements
review with each imMTrax login

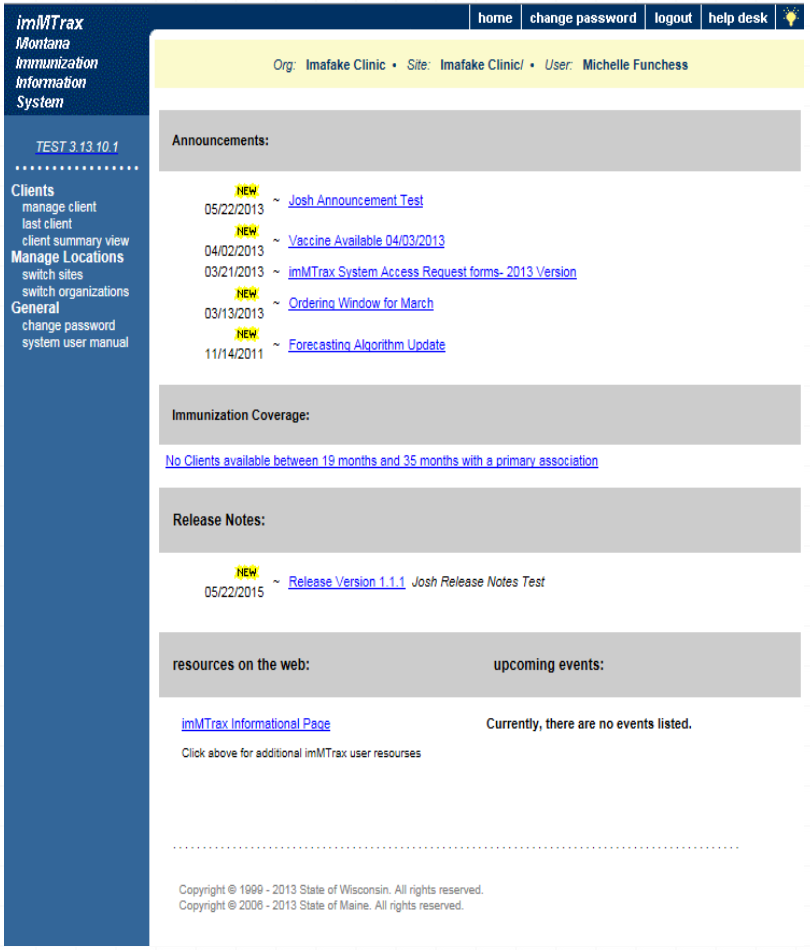
Immunization Coverage
if applicable, users may see a graph populated in this section



Accessible Features,

Read Only With Consent

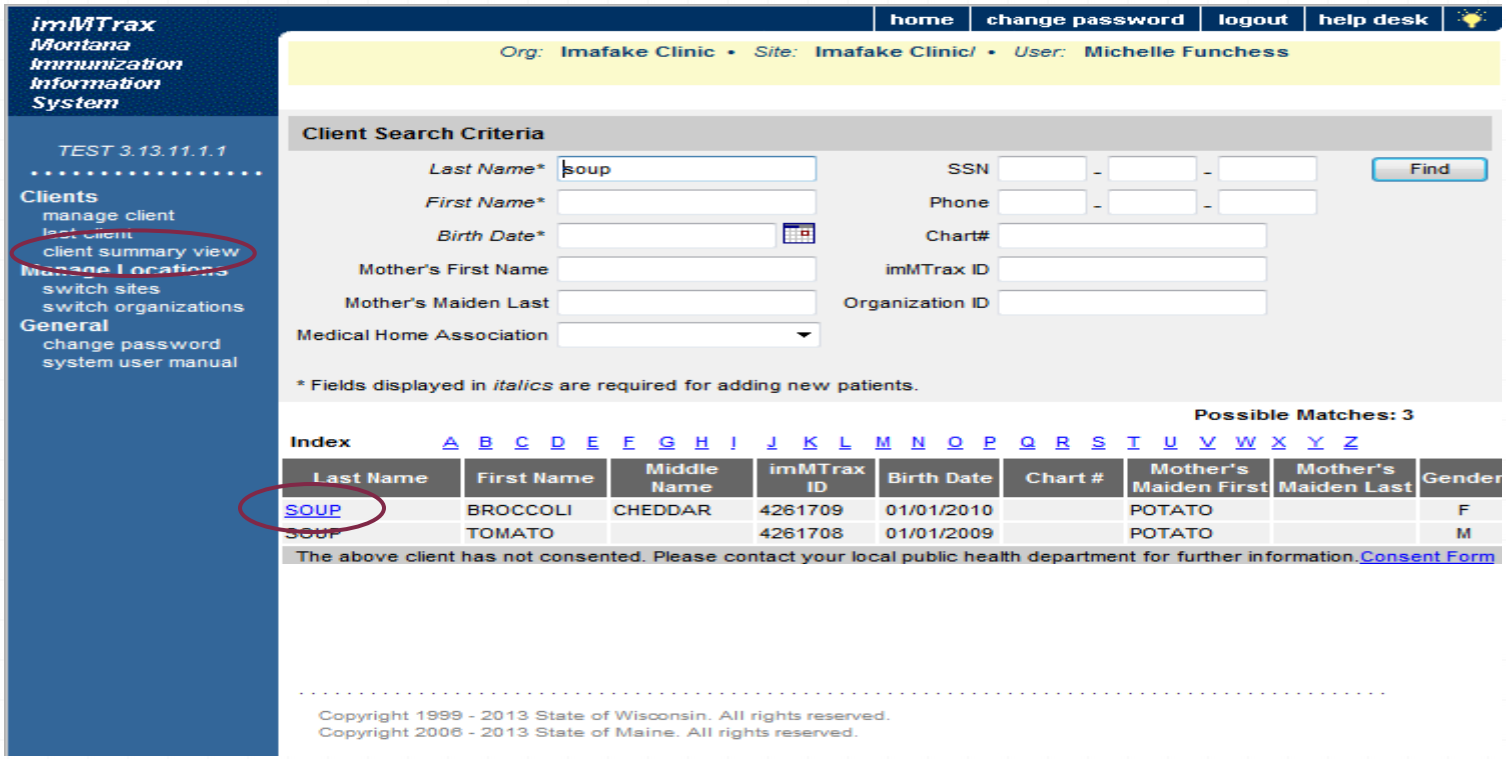
- View client immunization records
  - *client summary view*
  - *manage client*
- Print client immunization records and reports
- Document client consent



Read Only access roles do not include the ability to enter or edit immunization information.

Client Summary View,

Read Only With Consent

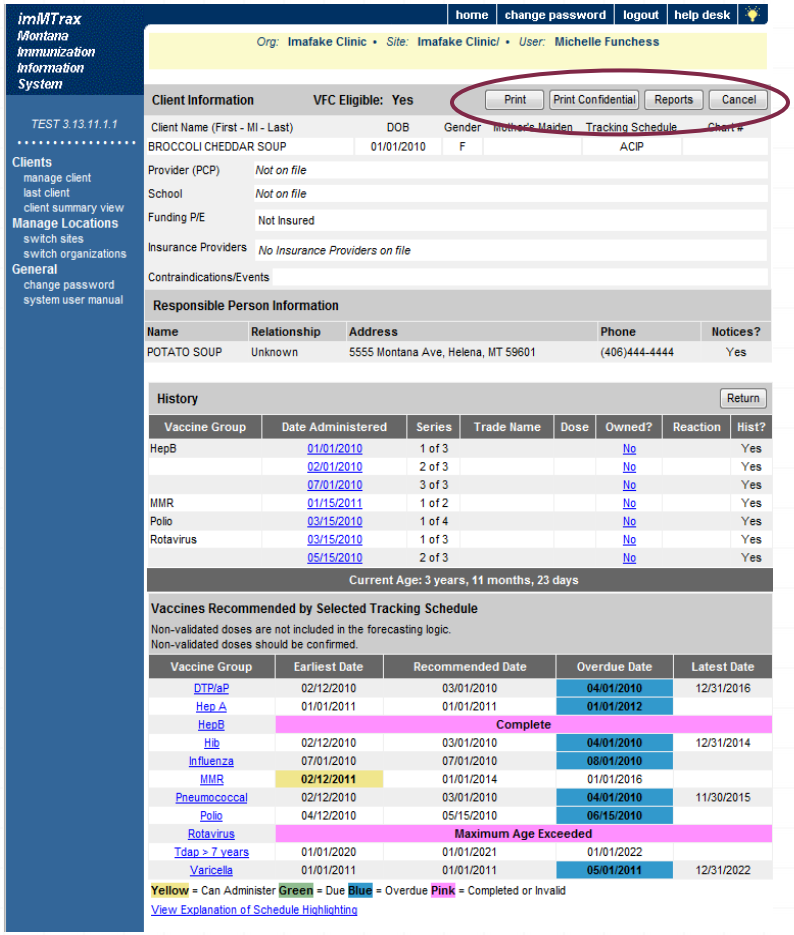


Most clients in imMTrax have consent documented. Under *client summary view*, select the client's last name to proceed onto viewing and printing immunization reports.

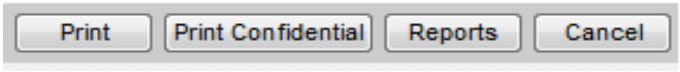
Clients without documented consent are not available for viewing until consent has been obtained.

Client Summary View,

Read Only With Consent



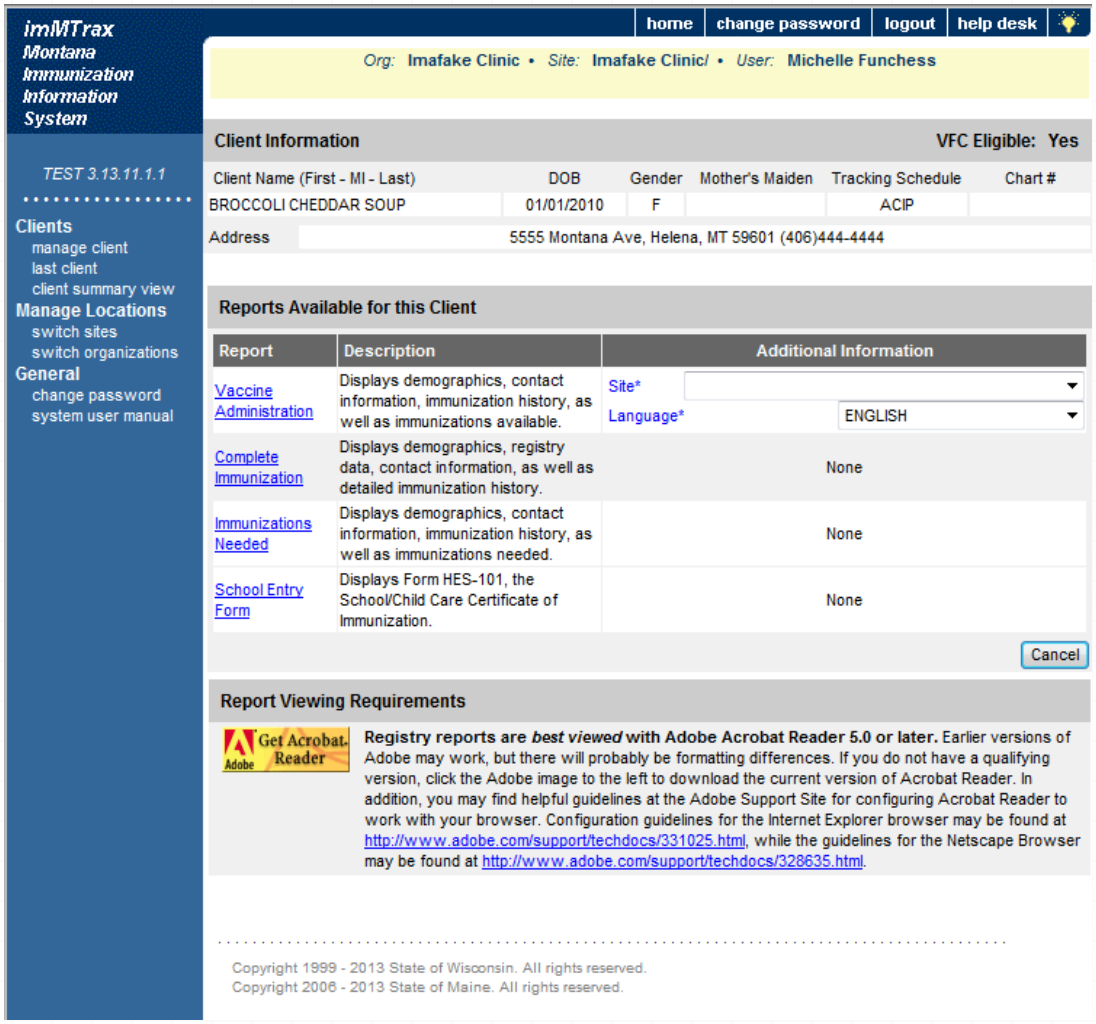
Print directly from *summary view*
-or-
Proceed to *Reports* for more options



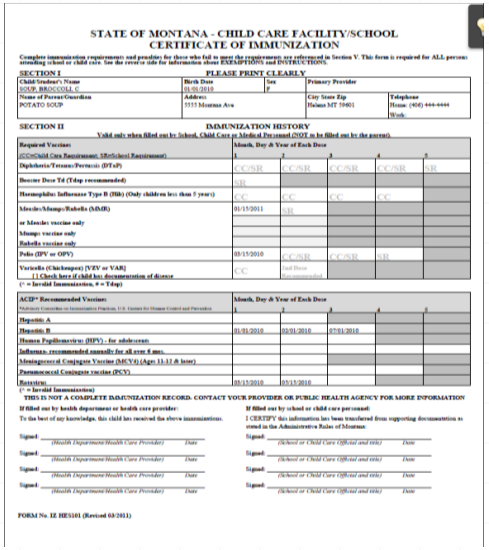
Vaccination History

Vaccines Recommended

Reports,
Read Only With Consent



Choose and select a report to view or print


STATE OF MONTANA - CHILD CARE FACILITY/SCHOOL
CERTIFICATE OF IMMUNIZATION

Sample School Entry Form

Manage Client,
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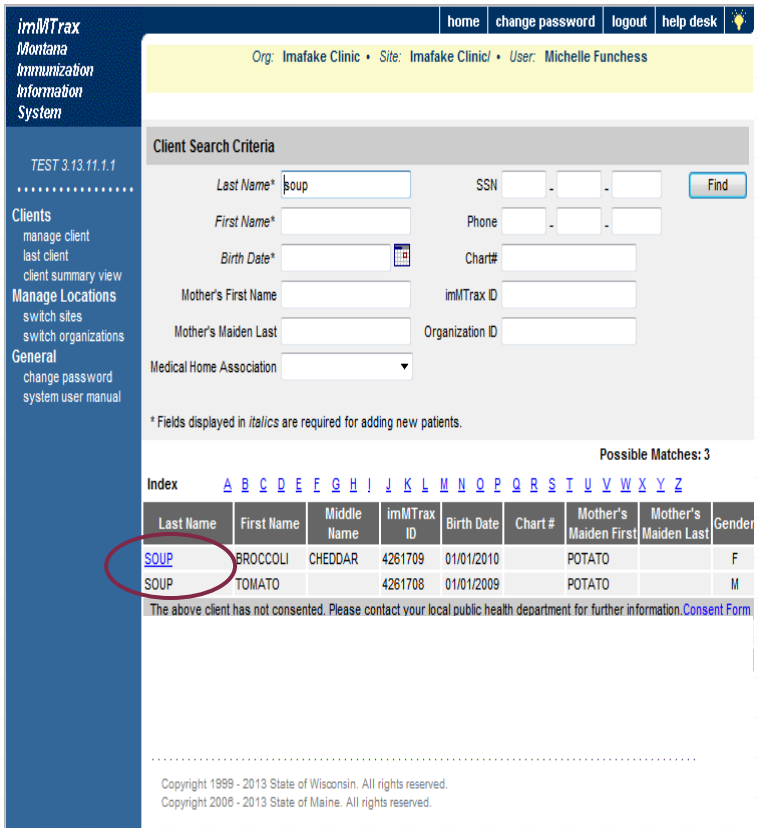
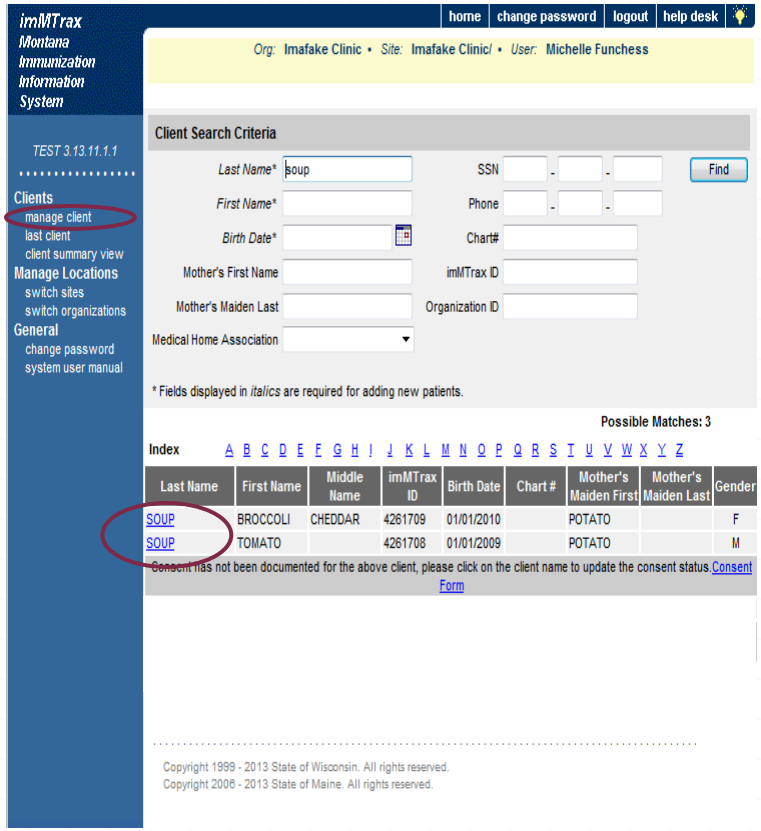
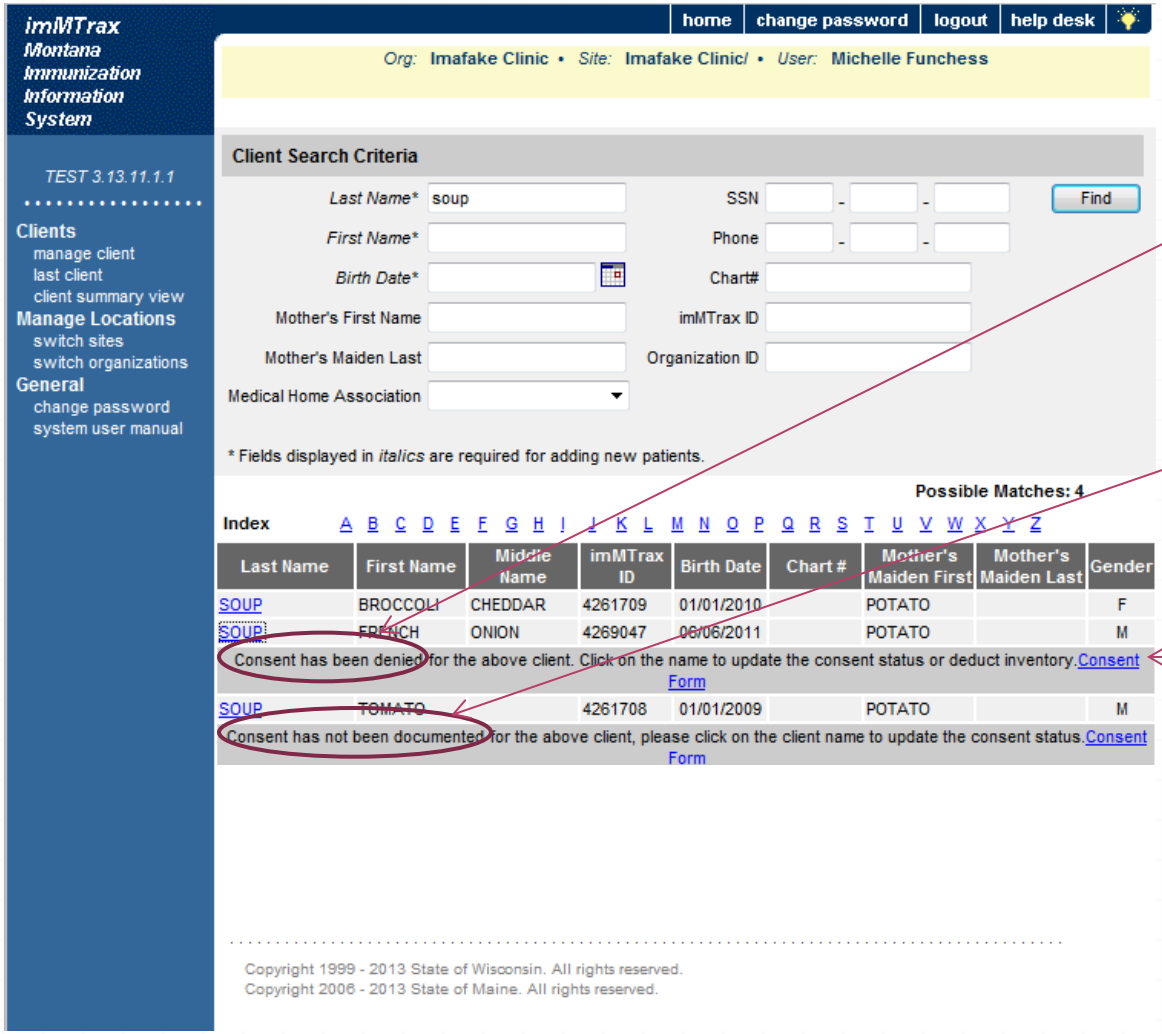
Client Summary View → Manage Client





Consent must be documented in imMTrax before the record is available. Once consent is obtained, the client's consent status must be changed using the *manage client* option.

Manage Client,
Read Only With Consent

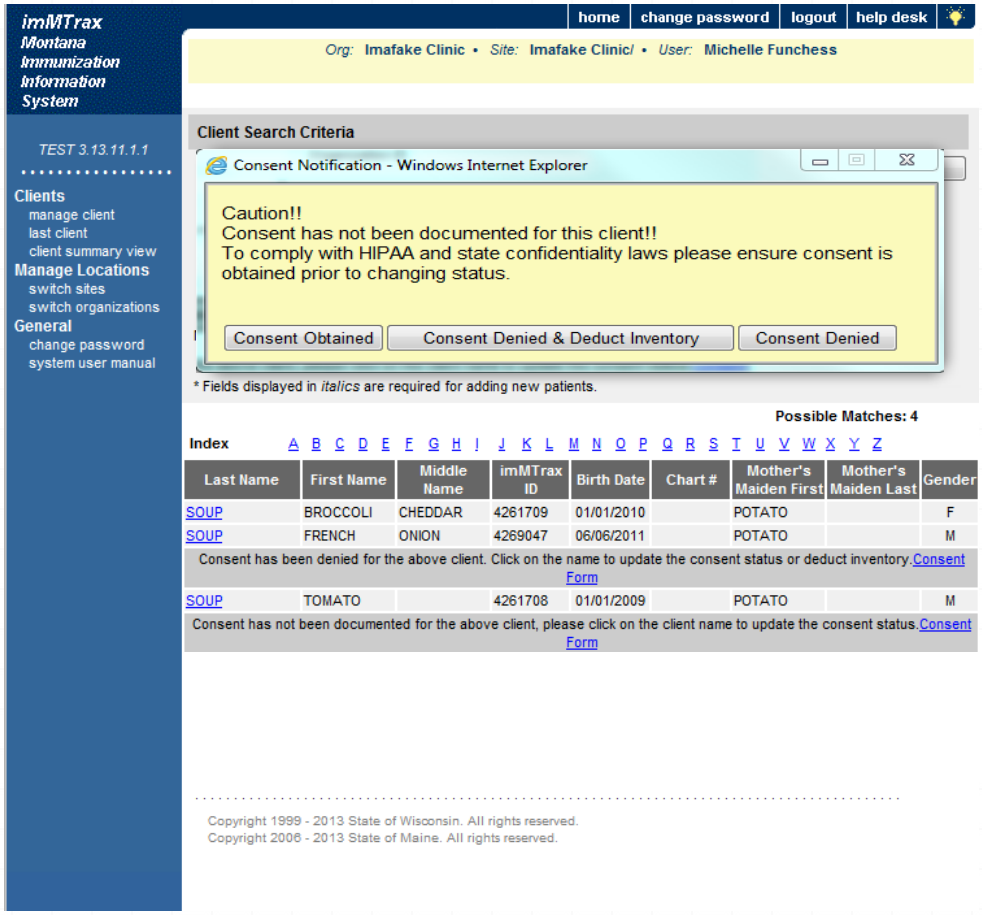


Consent denied

Consent not documented

Link to Consent Forms (available at https://immtrax.mt.gov)

Manage Client,
Read Only With Consent



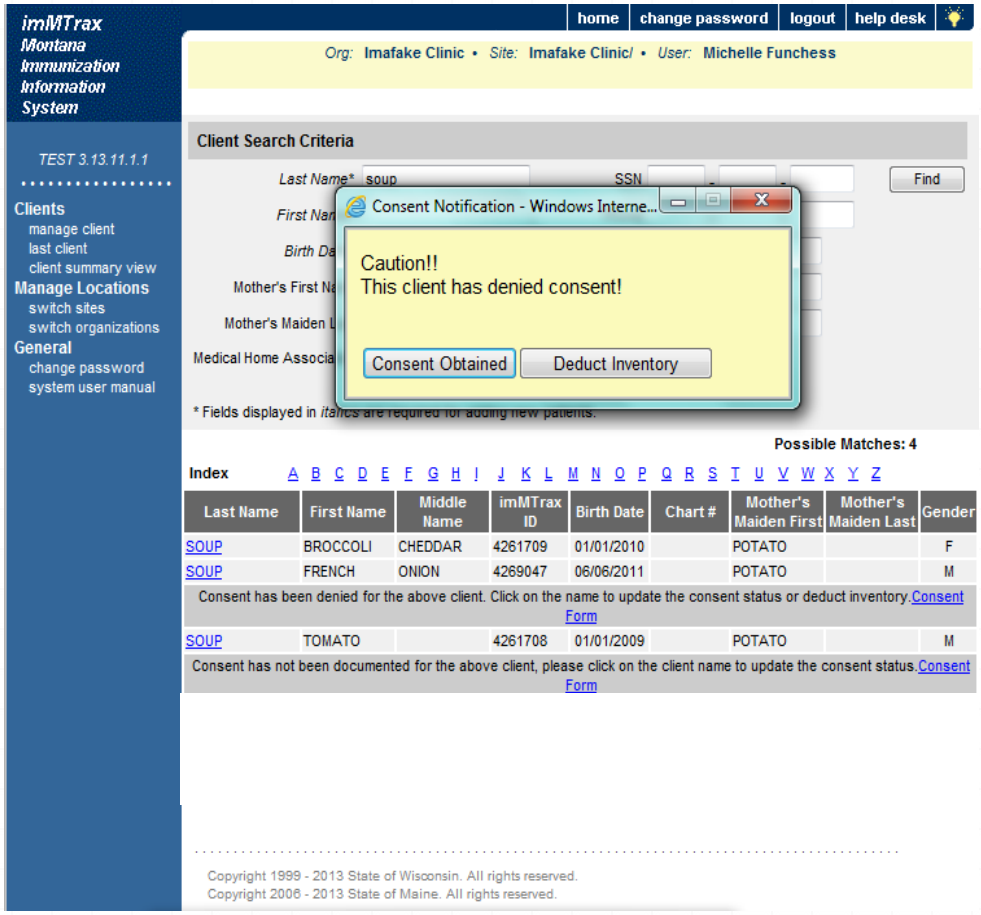
Consent Not Documented

Clicking on the last name of a client whose consent status has not been documented will cause a pop-up box to appear. The available options are *Consent Obtained* or *Consent Denied*.

If the client was selected in error and consent remains undetermined, close the pop-up box by selecting the "X" in the top right corner.

Read Only with Consent role users do not have inventory functions. Selecting *Consent Denied & Deduct Inventory* will send the user back to the home page.

Manage Client,
Read Only With Consent



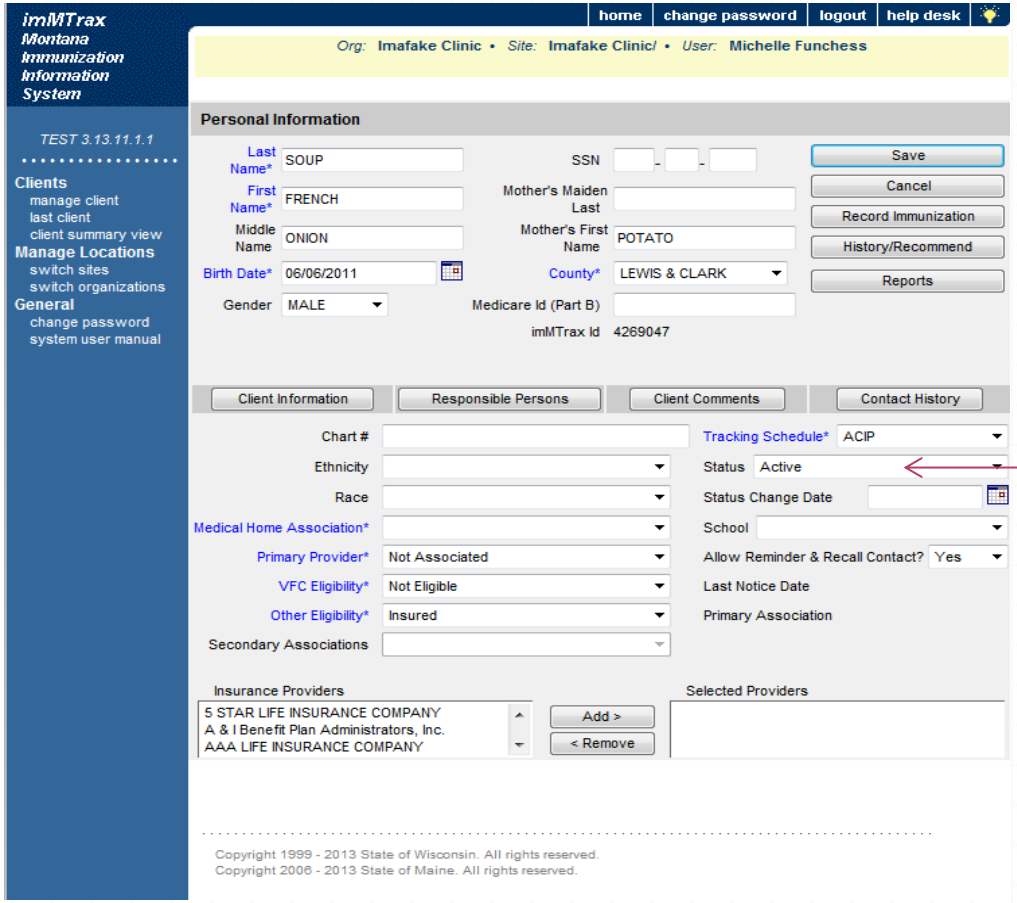
Consent Denied

Clicking on the last name of a client that has denied consent will cause a pop-up box to appear. The only available option is *Consent Obtained*.

If the client was selected in error and consent remains denied, close the pop-up box by selecting the "X" in the top right corner.

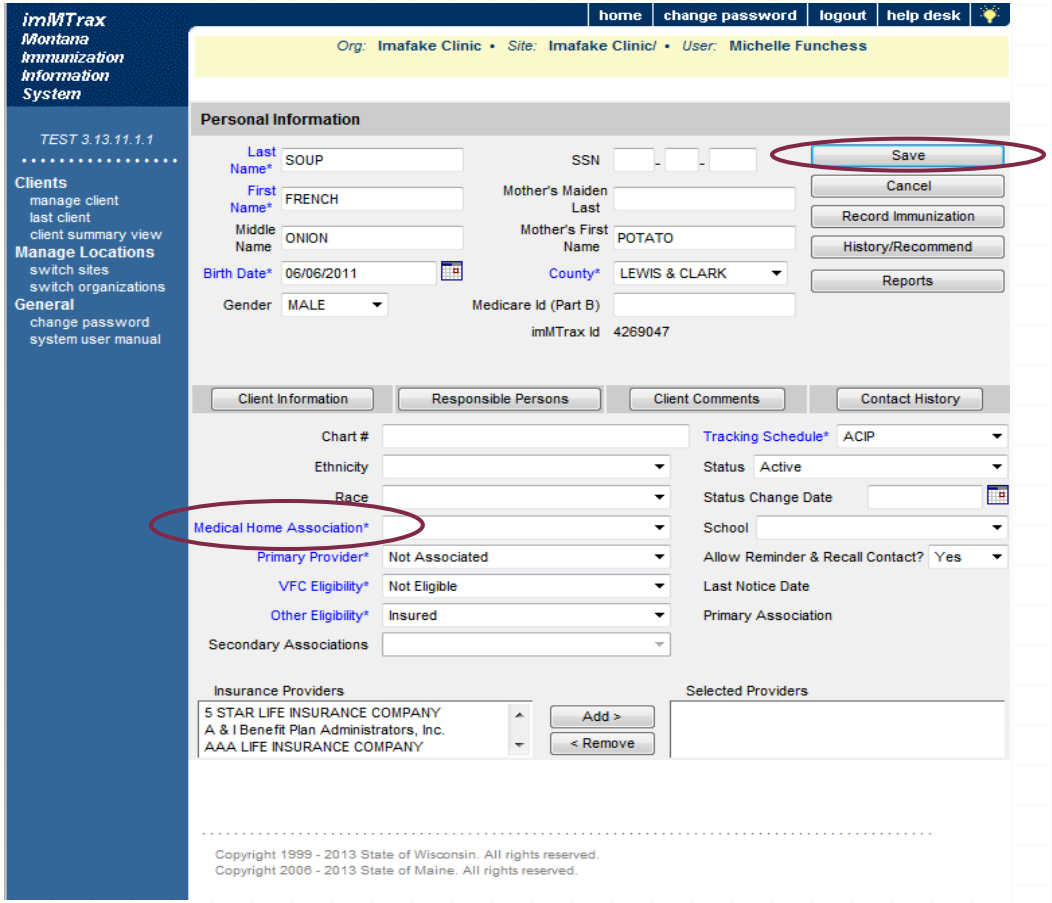
Read Only with Consent role users do not have inventory functions. Selecting *Deduct Inventory* will send the user back to the home page.

Manage Client,
Read Only With Consent



After selecting *Consent Obtained*, imMTrax automatically changes the client's consent status to *Active*.

Manage Client,
Read Only With Consent



In order to proceed to *History/Recommend* or *Reports*:

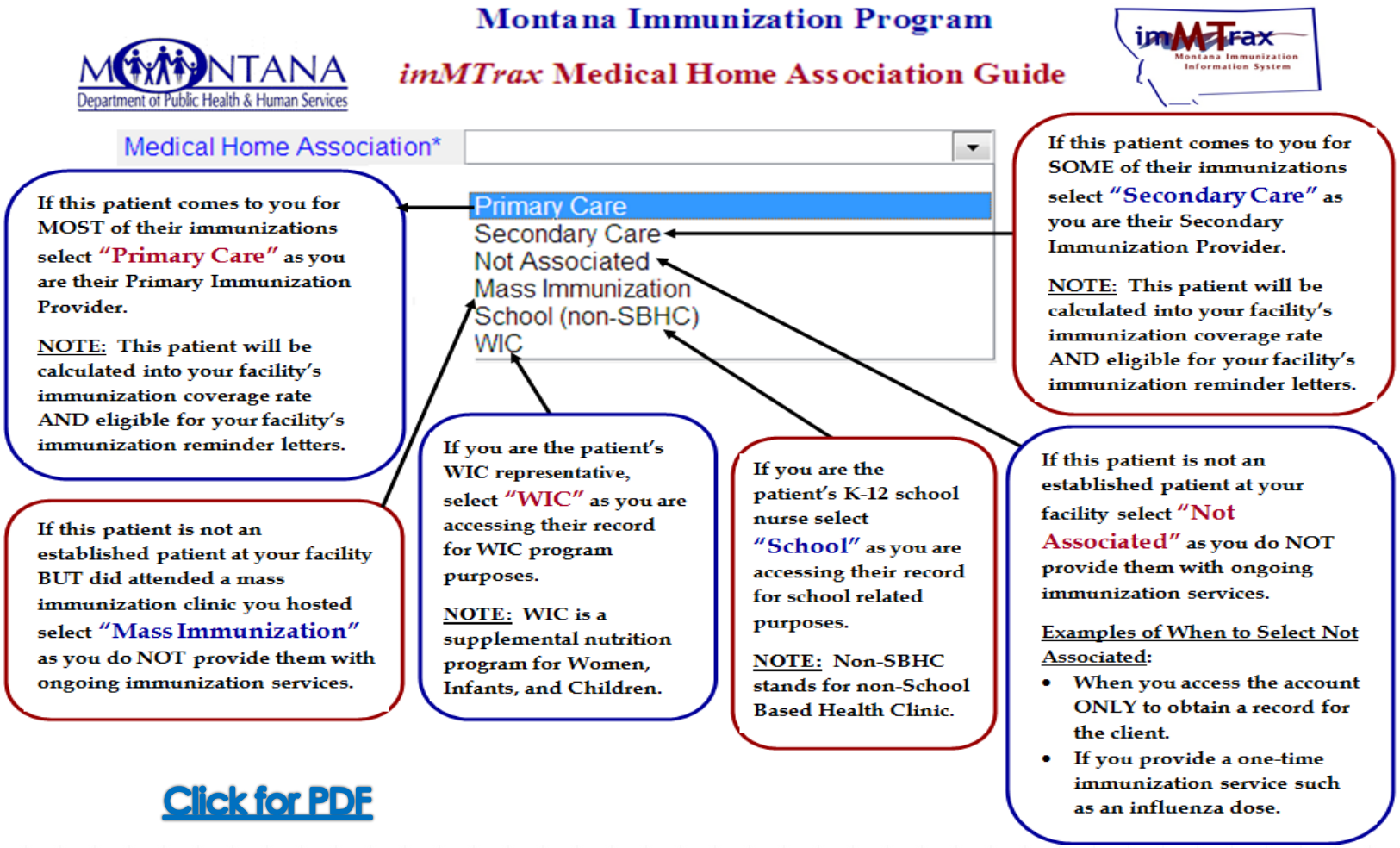
- ✓ *Medical Home Association* must be documented
- ✓ Save changes

imMTrax Medical Home Association Guide and a link to the PDF are located on next page.

Read Only access roles do not include the ability to enter or edit immunization information. Selecting Record Immunization will send the user back to the home page.

Medical Home Associations,

Read Only With Consent



Click here for the Read Only With Consent Memorandum of Agreement.

Questions?

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Montana Department of Health and Human Services

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Immunization Program